

OGC HAS REVIEWED.

DRAFT (HDM)

MEMORANDUM FOR: General Counsel, Legal Staff

31 March 1950

FROM: Management Officer

SUBJECT: Draft of Administrative Instruction re Time, Leave, and Pay.

1. There is reproduced below a draft of a proposed Administrative Instruction concerning time, leave, and pay.

2. Request that you forward your comments or concurrence to this office by 17 April 1950.

ADMINISTRATIVE INSTRUCTION
NO.

SUBJECT: Time, Leave, and Pay.

Administrative Instruction dated 22 April 1949, is hereby amended. Paragraph number 5 is renumbered number 6, and subsequent paragraphs accordingly.

"5. Home Leave from Overseas Posts

"a. Home leave will be granted an employee after two years continuous government service abroad or as soon thereafter as possible provided that he has accrued to his credit at the time of such order annual leave sufficient to carry him in a pay status while in the United States for at least 30 days.

"b. The following types of home leave shall not constitute a break in 'continuous service abroad':

"(1) Annual or sick leave granted to an employee while temporarily in the United States for purposes of official consultation.

"(2) A period of annual leave granted an employee to return to the United States at his own expense for the sole purpose of meeting a personal emergency.

"(3) A period of sick leave granted an employee to return to the United States under proper authorization at government expense.

"c. However, the types of home leave defined in b., above, shall not be counted as service abroad. Thus, the period of 'continuous service abroad' must be extended beyond the original two years for a period equal to the amount of the above leave.

"d. In the event the two full years service has not been spent with the Agency, the employee will be required to sign an agreement to complete two years of service with the Agency, unless separated for reasons beyond his control.

"e. While on home leave the employee shall not be available for work or duties except in the Agency or for training or reorientation for work; and the time of such work or duty shall not be counted as leave.

"f. Leave of absence granted for home leave shall be exclusive of the time actually and necessarily occupied in going to or from residence in the United States or its territories and possessions and such time as may be necessarily occupied in awaiting transportation."

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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